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NASA Procedural Requirements

NPR 3335.1G

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COMPLIANCE IS MANDATORY[Printable Format \(PDF\)](#)

Subject: Internal Placement of NASA Employees

Responsible Office: Office of Human Capital Management[| TOC](#) | [Preface](#) | [ChapterI_1](#) | [ChapterI_2](#) | [ChapterI_3](#) | [ChapterI_4](#) | [ChapterI_5](#) | [AppendixI_A](#)
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PART II. Chapter 6. Training Agreements

6.1 All NASA Centers have the authority to develop and implement training agreements when they want to authorize the following:

- a. Waive qualification requirements for trainee positions to permit employees to enter a training program.
- b. Credit time spent in training at an accelerated rate for qualifications.
- c. Credit, as specialized experience, rotational assignments outside the target occupation.

6.2 Although training agreements may also be used to authorize a waiver of time-in-grade requirements, training agreements of this type must be approved by the Agency's Director of Human Resources. In most instances, upward mobility positions will not meet the criteria necessary for justifying such a waiver.

6.3 When Centers wish to use a training agreement to substitute intensive accelerated training for a portion of the normal qualification requirements, the employee's training period must be at least as long as the difference between the qualifications which that employee already possesses and the qualifications required by the position.

6.4 The training agreement may be the basis of crediting training at an accelerated rate only when making assignments to the specific target position. An employee who fails to complete the training program, therefore, will not receive accelerated credit for that portion of the training he/she completed when being considered for another position. In addition, an employee may be promoted a maximum of two grades (or equivalent) in 1 year solely on the basis of a training agreement or series of training agreements.

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